PK Training Manager

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1102 Series Trainees

Training Requirements

WR-ALC/PK

- **APDP Requirements**
  - **Reach Level 1 Certification in Contracting within first 18 months**
  - **Reach Level 2 Certification in Contracting within second 18 months**

APDP Level 1 Training Requirements

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- CON 100 - Shaping Smart Business Arrangements
  - Classroom Based Course
  - 1 week
- CON 101 – Basics of Contracting
  - Web Based Course
- CON 104 – Principles of Pricing
  - Part A is web based
  - Part B is Classroom Based
    - 1 week
- 1 elective
  - Recommend web based Continuous Learning Course or web based DAU course

APDP Level 2 Training Requirements

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- CON 202 – Intermediate Contracting
  - Classroom Based Course
  - 2 weeks
- CON 204 – Intermediate Contract Pricing
  - Classroom Based Course
  - 2 weeks
- CON 210 – Government Contract Law
  - Classroom Based Course
  - 1 week
- 2 electives
  - Recommend web based Continuous Learning Course or web based DAU course

Requesting APDP Courses

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- Requested by employee through “ACQ Now” electronic training system

  https://www.atrrs.army.mil/channels/acqnow/default.asp

  - At website must first set up profile.

  - Then request course.
    - Must request most cost effective class.
      - If offered on-site at Robins must request that offering.
      - Otherwise, usually Huntsville, AL or Ft Lee, VA are next most cost effective.
      - System will let you know automatically if course you selected is not considered most cost effective.

Requesting APDP Courses

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- After employee completes course request at ACQ Now website, system sends automated email to their supervisor for approval. Request is not processed until supervisor approves.
  - Upon supervisor approval, course request goes to Air Force Acquisition Training Office (AFATO) for consideration.

Requesting APDP Courses

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- Request for course is in pending status while AFATO processes.

- AFATO will:
  - Determine your priority for course.
    - Priority 1 = Acquisition coded employee who must have the course to meet APDP requirement of the position occupied
    - Priority 2 = Acquisition coded employee requesting course required for next higher level APDP certification (same career program)
    - Priority 3 = Acquisition coded employee requesting course required for another APDP certification (cross training – not same career field)
  - They ensure prerequisites, if any, have been met.
  - Approved or disapprove training request.

- Automatic email sent to employee, training manager, and supervisor indicating status of your request:
  - Approved and registered
  - Approved and on wait list (means class is full at that time)
  - Disapproved (will have explanation)

Requesting APDP Courses

WR-ALC/PK

- Once scheduled for a class, you will receive email notification and instructions for any further requirements for you to attend the course (such as, travel orders).
  - Travel order requests for DAU courses are also accomplished using ACQ Now website.

- Cancellation requests processed at ACQ Now website.
  - Must be accomplished timely to avoid no show penalties.
  - Supervisor must approve cancellation, just as they approve requests, via the AFATO automated email system.

Receiving APDP Course Credit

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- **Upon course completion, fax a copy of your certificate,with a request to update your training records, to:**

  Local Training Office (DPE)
  Attention: Oya Harrison
  Fax number: 6-6225

- **Training is tracked in Electronic Management Training System (ETMS)**
  - **DPE will enter completion in ETMS**
  - **ETMS system feeds CIV MOD and MIL MOD systems to update your career brief and SURF**

APDP Elective Requirements

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- **Continuous Learning Course modules website**

  http://clc.dau.mil/kc/no_login/portal.asp

  - **At site select “Learning Center”, then “Course information”**

- **Web based DAU courses are requested at ACQ Now website**

  - **Examples ACQ 101, CON 237**

Receiving Credit for APDP Electives

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- Print completion certification or certificate and forward copies with request for APDP certificate upon completion of all APDP requirements for that level.
- Web based DAU electives are tracked in ETMS, just an all DAU courses. Fax completion certificate to DPE.
- Continuous Learning Completions are tracked at the Continuous Learning Website

Non-Contracting Training Requirements

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- Local training requirements (such as computer classes) are requested, slots received, and attendance tracked using ETMS.
  - Calls for local courses go out as slots are received by PK.
  - Your supervisor should request local courses for you through the PK Training Manager.

Local Tuition Assistance

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- Local tuition assistance is available for employees that are not eligible for Career Program Registration.
  - 1102 series GS-9s and below.
  - Non 1102 series employees.
- Acquisition coded employees may receive 100% tuition assistance and funding for books through local tuition assistance.
- Non Acquisition Coded employees are eligible for 75% tuition assistance, no funding for books.
- Degrees are not funded. Courses are funded on a case-by-case basis.
- For a course to be eligible for tuition assistance, it must relate to your job or the mission. Types of courses usually funded are business courses, speech, and some math courses.

Career Program Tuition Assistance

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Once employee is eligible for Career Program Registation (1102 series GS-11s and above), tuition assistance must be obtained from Contracting Career Program. COPPER CAPS may also request tuition assistance through Career Program.

Process is explained thoroughly at:

http://www.afpc.randolph.af.mil/cp/CCP/tuition.htm

Questions???